

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

AMENDED: DESCRIPTION OF DUTIES

ANNOUNCEMENT NO: CFSA-09-P077 **POSITION:** SOCIAL SERVICES ASSISTANT
DS-186-6/7/8

OPENING DATE: 08/31/09 **CLOSING DATE:** 9/14/09

**IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE:** _____

SALARY RANGE: DS-6 \$32,574 - \$42,789 PA
DS-7 \$36,095 - \$47,381 PA
DS-8 \$39,638 - \$51,005 PA

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-8 **AREA OF CONSIDERATION:** Unlimited
NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director for Agency Programs (ODDAP), Office of Youth Development (OYD)

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: _____
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT:

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent conducts non-clinical home visits accompanying Social Workers as needed, for reasons of safety or to assist in locating the assessment site. Provides transportation assistance for clients to and from CFSA to city hospitals, to court, and to other institutions at the request of the Social Worker or Supervisory Social Worker. Supports Social Workers and Supervisory Social Workers in the implementation of service plans, monitoring problem resolution, reporting the stabilization of cases for transfer or closing; relays messages and performs unannounced or unplanned home visits. Requests information, to include birth and death certificates, school records from state and out-of-state agencies, school transfers; processes authorizations for the release of information. Attends court appearances with Social Workers or Supervisory Social Workers as required. Provides services related to planned or emergency placement of children or other emergency assistance, under the direction of a social worker or supervisor. Processes authorizations for the release of information as needed and other required documentation as needed. Creates records in FACES for committed children based on incumbent's observations, as opposed to the observations of the social worker, of relevant activity and information obtained from the system; files related documents as necessary; and performs case-related data input/checking in FACES. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or filled.

SELECTIVE PLACEMENT FACTORS:

- Must possess a valid Driver's License and be able to operate a vehicle for the District.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of policies governing child abuse, neglect and adoption, and confidentiality procedures, to maintain professional objectives and boundaries;
2. General knowledge of child abuse and neglect laws to assess risk factors in a given environment;
3. General knowledge of standards public and private agencies means of information and data collection to gather factual material;
4. General knowledge of the developmental needs of children to provide required services to children and families; and
5. General knowledge of databases for electronic case management in FACES management in FACES or other relevant databases.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

**TO
APPLY:** **FAX TO:** (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEBSITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

In Accordance With The Dc Human Rights Act Of 1977, As Amended, Dc Code Section 2.1401.01 Et Seq., ("The Act") The District Of Columbia Does Not Discriminate On The Basis Of Race, Color, Religion, National Origin, Sex, Age, Marital Status, Personal Appearance, Sexual Orientation, Familial Status, Family Responsibilities, Matriculation, Political Affiliation, Disability, Source Of Income, Or Place Of Residence Or Business. Discrimination In Violation Of The Act Will Not Be Tolerated. Violators Will Be Subject To Disciplinary Action.